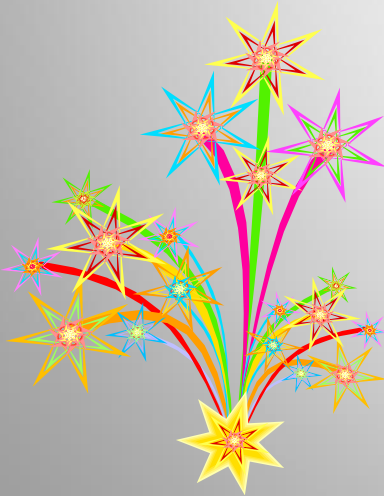# Bureau of Fire Services

Consumer Fireworks and

Low Impact

Account Creation

Bureau of Fire Services (BFS)

- Welcome to the 2017 Consumer Fireworks Certificate Application and Low Impact Registration account creation tutorial. This presentation will walk you through the process of creating a new account.

- Because we have a new system this year everyone will have to create a new account, all previous retailers and all new ones. Like the previous process you will be able to track your applications from start to finish in this system.

- If you have questions during this process you may contact our office directly at fireworks@michigan.gov or by calling 517-373-7441

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Note: When calling please be aware of the high call volume. Your calls will

be answered in the order they are received. If you choose to leave a voice

mail our goal is to return your call in one business day. Your questions may

be answered by visiting the Fireworks Program homepage:

www.Michigan.gov/bfs and clicking on the Fireworks link.

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To get started, you will need to access the Bureau of Fire Services webpage at www.michigan.gov/bfs as you have already done to access this tutorial.

Bureau of Fire Services

In the menu on the left hand side click on "Fireworks".

Bureau of Fire Services

Locate the "Consumer Fireworks Application and Low Impact Fireworks Registration" link and click on it.

Fireworks: What You Need to Know

- Fireworks General Safety Rules - Effective March 20, 2014 `PDF`
- **Consumer Fireworks Application and Low Impact Fireworks Registration**
- Fireworks Safety Fee Payment Schedule `PDF`
- FAQ's for Fireworks `PDF`
- Fireworks Plan Submittal Guidelines `PDF`
- Consumer Fireworks BFS-BCC Guideline `PDF`
- Michigan Fireworks Safety Act No. 256

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Once you click on the "Register for New Account" link you will see this page.

- Please read all information including the General Disclaimer before proceeding
- Once that is done you will click on the check box to indicate that you have read the information and are accepting the terms.
- Next you will click on the "Continue Registration" button

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Here you will now start to enter your account information. (First half of the page showing)

- Set up a User Name for the account
- Please list your email address where the Certificate, once issued, will be sent as well as most communication from BFS.
- Set up your password and then confirm it
- Make up your own Security Question and answer
- NOTE: The circles with the question marks are links with information to help with the field you are trying to enter information. You will find these types of "help" icons throughout the system.

❖ ALL INFORMATION ENTERED WILL REFLECT THE CERTIFICATE OWNER OR LOW IMPACT REGISTRANT INFORMATION.

Account Registration Step 2: Enter Your Account Information

Login Information

* User Name: ⑦

* E-mail Address:

* Password: ⑦

* Type Password Again:

* Enter Security Question: ⑦

* Answer: ⑦

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The email address entered in this section will be reviewed by the program for duplication within the system. If another account is using that same email address you will get an error message:

1 error(s) occurred on current page.
Please click the specific error item below to navigate to the failed field and correct your input.

1.E-mail Address: Required Entered email address is already in use. You may have an existing citizen account from another website.

Account Registration Step 2:
Enter Your Account Information

* indicates a required field.

Login Information

* User Name: (?)

JollyOldElf

⚠ * E-mail Address: Entered email address is already in use. You may have an existing citizen account from another website. To use the same citizen account, click here. To create a new citizen account, use a different email address.

baileyr@michigan.gov

Account Registration Step 2:
Enter Your Account Information

Login Information

* User Name: (?)

* E-mail Address:

* Password: (?)

* Type Password Again:

* Enter Security Question: (?)

* Answer: (?)

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Phone:

☐ Receive SMS Messages

Contact Information

Choose how to fill in your contact information.

Add New Contact

The "Contact Information" part of the screen:

- You will enter the phone number for the owner

- Click on the "Add New Contact"

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Selecting the Contact Type:

- When setting up the account please use "Facility Owner/Operator"

- After the Contact Type is chosen click on the "Continue" and you will get the screen to enter all of the necessary information

Select Contact Type   ×

* Type: --Select-- ▼

--Select--
Certificate Holder
DBA
Facility Contact
Facility Owner/Operator
Individual
Organization
Owner/Parent Corp
Park Name
Plant Location
Tank Owner
Tank Removal Contractor

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Contact Information:

- By choosing "Individual" your account will be associated with your name
- By choosing "Organization" your account will be associated with the Business Name
- When **"Individual"** is selected you won't be able to enter a Business name
- When **"Organization"** is selected you won't be able to enter an Individual First and Last Name

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Contact Information:

- Preferred Channel: Is asking for your preferred method of contact.
- While the choices are available in this window email is going to be the first method we use. When necessary a phone call will be made to contact you.
- There is a field for you to enter your DBA in this window.
- Complete all required fields and click on continue

Contact Information

* Individual/Organization: Preferred Channel:

Individual   --Select--

--Select--
E-mail
Fax
Home Phone
Mobile Phone
Phone
Postal Mail
Work Phone

* First:

* Company Name (Enter N/A

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Contact Information:

- Preferred Channel: Is asking for your preferred method of contact.
- While the choices are available in this window email is going to be the first method we use. When necessary a phone call will be made to contact you.
- There is a field for you to enter your DBA in this window.
- Complete all required fields and click on continue

Contact Information

* Individual/Organization: Preferred Channel:

Individual

--Select--

--Select--
E-mail
Fax
Home Phone
Mobile Phone
Phone
Postal Mail
Work Phone

* First:

* Company Name (Enter N/A

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- After clicking on Continue your account creation data will be reviewed in the system to confirm no duplicate accounts are already in existence "The information you entered is not found" means it is not being duplicated.

- The screen will be dark and the window shown below will appear and wait for you to click Continue

- NOTE: Depending on the settings on your computer you may have to scroll up to actually view the box shown below.

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue   **Cancel**
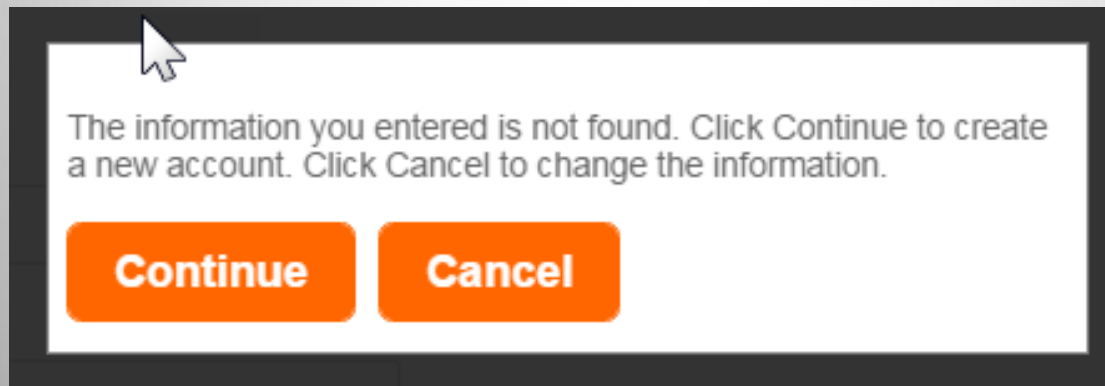
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After you get the message that your Contact Information has been successfully added you should scroll down to find this security window. Enter the information and then click on "Continue Registration".

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At this point you will have to use the "Login" link and you should then proceed with your applications.

The license information listed on the LARA website https://aca3.accela.com/lara may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits.

Announcements   Register for an Account   Login

Consumer Fireworks Certificate Temporar

Home   BCC Licenses   BCC Permits   Plan Review   Fire Services   Complaints

Advanced Search ▼

Your account has been successfully created.

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This screen is showing the Login page.

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Next, you will begin the application process.
For information regarding the online certificate fee payment, or transfers, please review other presentations that we have prepared for you.

You may also contact us with questions at fireworks@michigan.gov or by calling us at 517-373-7441

Note: When calling please be aware of the high call volume. Your calls will be answered in the order they are received. If you choose to leave a voice mail our goal is to return your call in one business day. Your questions may be answered by visiting the Fireworks Program homepage.

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